

Reliable

JOB SERVICE  **SOURCE**

The **Reliable SOURCE** is published quarterly by The Miles City Job Service.

Tips for Being a Better Supervisor



Get To Know Your Employees. Find out their interests and what motivates them. Show an interest in and ask about their families, especially their kids. Think about it: The people you tend to appreciate the most are the ones who ask you about your children, their ball games, how they're doing in school, and the like. Your employees aren't any different.

Keep Employees Informed About What's Going On in the Company. This doesn't mean you should reveal confidential company information. But don't surprise your

employees by holding back information when there's no reason to do so. For example, if you know a turn-around or a big overtime project is coming up, let your employees know about it in plenty of time so they can plan ahead. They may need to make adjustments at home—for example, who will drop the kids off at school in the morning and pick them up in the evening—and they'll appreciate you more if you give them plenty of time to make the necessary adjustments.

Encourage Teamwork. Stress the importance of the team goal rather than individual achievement. You don't necessarily want your employees competing with each other—you want them bonding together against your company's competitors. If you can convince your employees to work together in harmony, you will have created a workplace that far exceeds the sum of its individual parts.

If There's a Problem, Don't Let It Stew. Don't be afraid to weed out a marginal employee or take disciplinary action when appropriate, but be consistent and fair. Your employees won't respect you and they'll lose confidence in you as their... *(cont. page 2)*



EMPLOYMENT POSTER WAGE CHANGE!

Please contact Job Service to request a minimum wage change update for the 5 in 1 Employer Poster. As of January 1, 2014, minimum wage will increase to \$7.90. Contact the Miles City Job Service at 406-232-8340 or visit our office at 12 N. 10th St.



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supervisor if you allow a marginal employee to continue sloughing off so your good employees always have to take up the slack.

Always Emphasize the Positive When Talking with Employees About Company Policies. Consider the following: Your company comes out with a new policy. One supervisor says to his employees, "I don't know what the bosses were thinking about when they came out with this policy. I don't see how it can possibly work. But they're the bosses, so we have to do what we're told." But another supervisor tells his employees, "A lot of people have put a lot of work and thought into this new policy to try to make things better around here. And I want all of you to work with me to do everything we can to make this new policy work. If you've got any ideas on how to improve the policy or make it work better, I want you to tell me about it, and I'll be sure to pass your ideas up the line. "Which of these approaches do you think will increase the likelihood that the company's new policy will be a success? Remember, supervisors are leaders, and employees will follow their lead. If you're negative, your employees will be negative and unproductive and will cause problems for you and the company. If you're positive, your employees will be positive, more productive, and more satisfied in their work.

November 2008. Giving Thanks: How to Show Employees They're #1 Without Breaking the Bank. HRhero.com

15 Keys to Being a Good Supervisor

1. Know your employees as individuals.
2. Be approachable and a good listener.
3. Be responsive to questions and concerns.
4. Always follow up with your employees.
5. Apply policies and practices consistently.
6. Keep your employees informed about the business.
7. Communicate employee concerns up the line.
8. Recognize employee efforts.
9. Train your employees in all aspects of their jobs.
10. Seek ideas on how to do things better.
11. Develop your own technical job skills.
12. Expect, believe in, and encourage good work.
13. Constructively counsel your employees.
14. Use your authority with reason and restraint.
15. Admit your mistakes and correct them.



Employee morale makes all the difference in the office environment. Times are hard enough these days without having to show up five days a week to a workplace filled with disgruntled coworkers and bosses who don't seem to care. Show employees that you appreciate everything they do, and you'll reap the benefits!





Montana Unemployment Rate Down To 5.2 Percent

Montana's unemployment rate dropped down to 5.2 percent in October after holding at 5.3 percent since July. The national unemployment rate was 7.3 percent in October. The federal government shutdown prevented the release of labor market information last month.

"Montana's businesses and workers are leading the nation in our economic recovery, as the state's unemployment rate steadily improves," Governor Steve Bullock said. "The Montana work-ethic, and entrepreneurial spirit continues to give our state an economic advantage."

"Montana added about 750 jobs in September, suggesting that the economy is continuing its upswing despite the rancor in Washington," said Labor Commissioner Pam Bucy.

Total employment, which includes payroll employment plus agricultural and self-employed workers, added 767 jobs in September, but posted a 57 job loss in October. Over-the-year total employment gains remain positive, with Montana adding 1,722 jobs since October of 2012, for a growth rate of 0.4 percent. Although employment continues to expand in Montana during 2013, the job growth rate this year is slower than the above-average job growth of 2.2 percent during 2012. Data from both September and October months are highlighted in this release.

Payroll employment estimates suggest small job losses in both September and October of 800 jobs and 400 jobs, respectively. Job losses for October occurred fully within government employment, likely a result of the federal government shutdown. September job losses occurred in the Professional and Business Services Industry, which has generally posted rapid job growth throughout the last year. Employment in Professional and Business Services remains roughly 2,000 jobs higher than last year with a rapid growth rate of 4.4 percent over the year.

Local County Unemployment Rates

Carter.....	3.6
Custer.....	2.9
Fallon.....	1.4
Garfield.....	3.3
Powder River.....	3.5
Prairie.....	3.7
Rosebud.....	6.8
Treasure.....	4.1



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*Season Greetings and a Blessed New Year
From the Staff at the Miles City Job Service!*



Please contact Job Service at MilesCityJSC@mt.gov if you would like to receive our newsletter by email.

*Then the great thought of something he hadn't before. What if
Christmas, he thought, doesn't come from a store. What if Christmas,
perhaps, means a little bit more.*

-Dr. Seuss



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